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Office of Science Laboratories
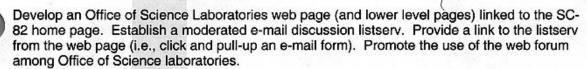
Facilities Management Web Forum

Purpose

To support the further maturity of Facility Management practices across the Office of Science laboratories by providing a single web entry point for sharing best practices, upcoming events, and a forum for electronic mail discussions and networking.

The proposed web site will benefit the Department and Contractors by:

- Sharing best practices (e.g., white papers, presentations, publications)
- Highlighting awards and other recognition
- Posting questions and receiving comments/answers from other members
- Comparing approaches to common problems/issues.

Concept

Develop an Office of Science Laboratories web page (and lower level pages) linked to the SC-82 home page. Establish a moderated e-mail discussion listserv. Provide a link to the listserv from the web page (i.e., click and pull-up an e-mail form). Promote the use of the web forum among Office of Science laboratories.

Implementation

- Establish a host site for the web pages
- Assign a webmaster to maintain the web pages
- Set-up and host an e-mail discussion listserv
- Assign a moderator for the listserv
- Develop the web pages, including a link to launch the e-mail listserv
- Develop guidelines for use of the web forum (e.g., what type of items to post, what's not appropriate, frequency of maintenance/archiving)
- Develop communications to announce and promote the use of the web forum

Attachments

- Sample web pages (requires Internet Explorer)
- Example of discussion forum thread